

29 JUL 1980

OFFICE OF FINANCE NOTICE NO. 33-80

SUBJECT: General - Funds Obligations and Property Requisitioning Authorization Encumbrances

Specific - Deadline for Submitting Funds Obligations and Property Encumbrances as of 30 September 1980 and Certification of FY 80 Obligations

1. PURPOSE - The purpose of this notice is to advise that

a. The obligations recorded in the Agency's accounts as of 30 September 1980 will be utilized for subsequent budget presentations. It is essential, therefore, that allottees establish an accurate record of obligations as of that date for Fiscal Year 1980.

b. Certain monthly financial reports will be produced in mid-September 1980 to give Budget and Fiscal officers additional tools in assuring that the unliquidated obligations are proper and valid.

2. SUPPLEMENTAL REPORTS

Supplemental reporting of FY 80 obligation, encumbrance, expenditure and issue data will be made through mid-September production of the Open Obligation Activity (OOAR) and Open Encumbrance Activity (EAR) reports and selected Trend Reports. The OOAR will reflect obligations reported by obligating documents received by either section of the Data Base Management Branch by COB 18 September and it will include September obligations for all payrolls. Obligations for the biweekly and four-week payrolls will be based upon actual expenditures for the pay period ended 6 September. The monthly payrolls will be based upon expenditures for the pay period ended 31 August. The EAR will include encumbrance and issue data processed by the Inventory Control System as of 18 September. The Open Obligation Activity, Encumbrance Activity and selected Trend Reports should be distributed on 22 September 1980.

3. CLOSING DATE FOR REPORTING OBLIGATIONS AND ENCUMBRANCES

The close of business, 3 October 1980, will be the cut-off time for receipt by either section of the Data Base Management Branch for recording of FY 1980 APODs and other documents reporting valid obligations, encumbrances or adjustments thereof incurred through 30 September 1980. This additional time is needed by offices with a surge of activity at the end of the fiscal year to accurately report obligations. The additional time will also permit recording late reports of obligation adjustments by field installations.

4. CERTIFICATIONS

As required by Section 1331(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the Budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. The Director will be required to make a similar report concerning obligations for Fiscal Year 1980. To support this report, each allottee of a FY 1980 allotment is requested to complete the attached. The certification should be routed through the Directorate Planning Officer, to Accounts Division, Office of Finance, Room 513 Key Building by 9 October 1980. Responsibility for this certification may not be re-delegated by the Agency official to whom the allotment was made.

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Director of Finance